

## **THE HOUSING AUTHORITY OF THE CITY OF HARTFORD, CT**

### **Request for Proposal: Choice Neighborhoods FY 2010 for Planning Grant**

#### **Contract No. 1587-10**

#### **BACKGROUND**

The Housing Authority of the City of Hartford (“Authority”) invites proposals from qualified planning firms to serve as the “Planner Coordinator” firm for the Authority’s proposed U.S. Department of Housing and Urban Development’s (“HUD”) Choice Neighborhoods Planning project..

HUD Choice Neighborhood Planning grants will enable communities to create a rigorously developed plan and garner local commitment that is necessary for neighborhood transformation to be successful. Currently, \$65,000,000 million in HUD funding is available for Choice Neighborhood Implementation and Planning grants. The Authority is requesting \$250,000 for a planning grant under this HUD competition. Approximately 70% to 80% of these planning funding will be available to support the work of the Planning Coordinator firm.

The HUD Neighborhood Choice NOFA (<http://www.hud.gov/offices/pih/programs/ph/cn/docs/2010-cn-nofa.pdf>) provides a full description of the guidelines and regulations of the Neighborhood Choice grant program and specific information as to the regulations related to the Choice Neighborhood planning grant and the responsibilities of the “Planning Coordinator” firm.

#### **GENERAL DUTIES**

- Attend and participate in the Authority’s citywide planning group for revitalization of the target public housing sites;
- Provide substantive and technical advice to the Authority’s staff and work group members in the 16-24 month process to develop a Transformational Plan acceptable to community, the region, and to HUD;
- Coordinate and/or implement technical studies and architectural planning and civil and environmental studies as needed;
- Be responsible for the monitoring and overall scheduling of all planning tasks in cooperation with Authority leadership.

#### **SPECIFIC DUITES**

The selected Planning Coordinator firm will work with the Authority and other consultants employed by the Authority to undertake or to coordinate the following planning activities.

- I. Conduct and/or coordinate comprehensive needs assessments** to inform the development of the Transformation Plan. The needs assessments should include:
  - (1)** Current patterns of disinvestment with the neighborhood, including vacant/abandoned homes and businesses, the quality of the existing housing stock, foreclosures, and current home values and rents. Discuss other subsidized housing (for example Housing Choice Vouchers, LIHTC units, local affordable housing units, etc.) in the neighborhood not part of the target public and/or assisted housing project(s), the current mix of incomes, and any long-term

economic drivers for continued disinvestment that may be expected to continue, absent a publicly funded intervention;

- (2) The neighborhood's access to key assets, such as quality grocery stores, banks, health clinics and doctors' offices, local schools, child care facilities, parks and recreational facilities, and public transit. Identify key neighborhood anchor institutions, such as major employers, universities, or hospitals that can reliably be expected to continue to provide significant economic activity;
- (3) Relevant developmental and social assets in the target neighborhood as these assets relate to opportunities for residents in education, employment, health, mobility and safety; and
- (4) Challenges and gaps in neighborhood services and assets;

**II.** Assist in the development of a **comprehensive and integrated Transformation Plan** that addresses the gaps in services and assets identified through the needs assessments in the following areas.

- (1) **Housing.** Adopt effective strategies to achieve the Housing goal. Such activities include but are not limited to:
  - (a) Studies of the different options for revitalization, including the feasibility, costs and neighborhood impact of such options;
  - (b) Assessment of the need for affordable housing;
  - (c) Site planning and conceptual architectural design work;
  - (d) Designing a suitable replacement housing plan, in situations where partial or total demolition is considered;
  - (e) Designing a suitable mobility strategy and relocation assistance;
  - (f) Conducting environmental or geotechnical studies to assess the suitability of a site for developmental activities; and
  - (g) Developing a viable financing plan to implement the Housing plan.
- (2) **Neighborhood.** Adopt effective strategies to achieve the Neighborhood goal. Such activities include but are not limited to:
  - (a) Planning for neighborhood-level improvements across a range of neighborhood assets;
  - (b) Aligning with existing planning processes and activities in the local jurisdiction and/or metropolitan area or county;
  - (c) Planning for neighborhood economic development activities; and
  - (d) Developing a viable financing plan to implement the Neighborhood plan.
- (3) **Plan for the collection and strategic use of relevant data** by identifying data to track future community impacts once the Transformation Plan is implemented by employing statistical and qualitative analysis of specific metrics (see Summary section B) developed in partnership with the appropriate local, state, regional and federal agencies/organizations.

**SELECTION CRITERIA:**

The Authority will thoroughly and fairly evaluate all proposals as submitted. The Authority will not disclose the number of Responders, the identity of the Responders and the contents of their proposals until after the contract has been executed.

The Authority must receive a total of one (1) original (marked "Original") and four (4) copies (marked "Copy") of the proposal. The original and all copies of the proposals must be submitted in a sealed envelope.

The procurement shall be conducted only with responsible Proposers. Responsible means:

- Technical and financial competence to perform;
- Ability to perform the contract successfully and timely;
- A good record of past performance;
- Technical and financial resources;
- Technical capabilities (in terms of factors such as personnel, equipment and materials);
- Management plan (including staffing of key positions, method of assigning work, and procedures for maintaining level of service).

The Authority Selection Panel will evaluate and rank the proposals received and short list the top ranked Responders who may be interviewed. The Authority reserves the right to split up any team of Proposers and award contracts to those that excel in a particular area. The Authority reserves the right to award multiple contracts with multiple Responders. Those firm(s) will be invited to negotiate all aspects of fee proposal (s) to arrive at a firm and reasonable cost as determined by the Authority.

**I. Experience and Background - 30 points**

1. Experience in real estate planning and development of low and moderate income housing? More specifically, what experience does your firm or team have in the redevelopment of existing housing and converting a difficult site into a functional neighborhood?
2. Experience with the HOPE VI Program and with HUD's regulations concerning public housing and mixed income, mixed finance developments?
3. Experience with structuring Low Income Housing Tax Credits and specifically with arranging sale of credits to investors or equity funds?
4. Experience in commercial development?
5. A description of lawsuits filed against the Proposers, if predecessor or affiliate entities and any judgments entered against the aforementioned. Proposers must certify that they have not been disbarred suspended or otherwise prohibited from professional practice by any federal, state, or local agency.

**II. Social Services - 10 points**

1. Experience with HOPE VI and self-sufficiency?
2. Experience in planning coordinating social services programming?
3. Experience working with public housing residents, community residents and community stakeholders in developing self-sufficiency programming?
4. Status of current social projects.

**III. Commitment to Section 3 and other Requirements - 5 points**

1. Provide previous record of employing Section 3 residents/businesses, Minority Business Enterprises and Women's Business Enterprises.
2. What approach would your firm or team have in providing utilization and furtherance.
3. Commitment to the Authority's Section 3 requirements, Job Skills Program, Business Incubator, Women's Business Enterprises and Minority Business Enterprise? Please provide a statement of the proposed involvement.

**IV. Physical and Financial Experience and Capacity - 15 point**

Status of current projects and financial capacity of proposed team. Given the state of your current workload and work in progress, provide information as to our physical and financial capacity to complete the project in a timely and orderly manner.

**V. Training Experience/Staffing - 10 points**

1. Please provide names, titles, and qualifications of all staff members who will work on this project.
2. Provide a list of companies or governmental organization to which your firm (s) is/are currently providing services. If this does not include at least five (5) entities then provide the names of the entities for which similar services have been provided. For each entity include:
  - (a) The term (beginning and ending dates) of you contract agreement (s);
  - (b) Monthly revenues resulting from the work;
  - (c) A brief description of the scope of work; and
  - (d) The name, address, and telephone number of the individual that administered your contract(s).
3. Please explain how you would utilize Authority's staff and resources to accomplish project goals. Be specific with regard to number of hours, job tasks, and expected outcomes of Authority's staff/sources.
4. Provide current update on staff involvement with current projects.

5. Detail your capacity to successfully plan, implement and develop the proposed work.

### **III. Management Capability for Mixed-Finance and Mixed-Income Development - 15 points**

Proposer's level of success in the finance of large family low-income residential complexes, including mixed-finance and mixed-income development.

### **IV. Proposer's Approach to Week/Fee Compensation - 15 points**

1. Please propose a plan outlining how your firm or team would approach working with Authority's staff and other stakeholders to prepare a Revitalization Plan a HOPE VI application.
2. Please provide a schedule of the anticipated hours for the planning phase for each staff member and the hourly rate for each staff member.
3. Please describe your compensation structure for the implementation phase should a HOPE VI be awarded.
4. Please describe your compensation structure for the implementation phase should a HOPE VI not be awarded.

### **SUBMISSION REQUIREMENTS**

Profiles of the firm's principals, staff and facilities must be submitted along with a list of completed projects, especially projects completed with HUD funds. The Respondents should specify any work performed under the Comprehensive Grant Program and/or the Capital Fund Program.

A certified statement that the architect/engineer is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency must also be submitted. In addition, the following insurance will be required:

1. Professional Liability including Errors and Omissions
2. Comprehensive General Liability
3. Automobile Liability
4. Valuable Papers Destruction policy
5. Workers' Compensation and Employer Liability policy

The Respondents should have previous experience in providing professional services to public housing authorities and must display evidence of knowledge of HUD and State of Connecticut regulations. Completed current federal GSA Forms 330 must be submitted.

The Authority must receive the Responder's proposal by 10 a.m. on November 23, 2010 at 180 Overlook Terrace, Hartford, Connecticut 06106, attention, Timothy Cifone, Project Manager.

All requests for interpretation or questions concerning this RFP must be submitted in writing to the attention of Timothy Cifone, Project Manager no later than November 16, 2010. Questions may be

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emailed to [tcifone@hartfordhousing.org](mailto:tcifone@hartfordhousing.org) and must reference the RFP Contract Number and Title. Questions and responses will be posted on the Authority's web site at [www.hartfordhousing.org](http://www.hartfordhousing.org)

The Authority must receive a total of one (1) original (marked "Original") and four (4) copies (marked "Copy") of the proposal. The original and all copies of the proposals must be submitted in a sealed envelope. On the outside of the envelope must be the company name, the contract name, due date and contract title, "Choice Neighborhoods FY 2010 for Planning Grant.

Contractors are subject to all Federal, state and local wage labor requirements.

**GENERAL CONDITIONS:**

Responders will be responsible for all costs incurred in preparing a response to this RFP. All material and documents submitted by the prospective responders will become property of the Authority and shall not be returned. Responders selected for further interviews and negotiations will be responsible for all costs incurred during these processes.

No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening of the proposals, without the consent of the Authority.

Responders may not make contact with Authority staff, Board Members, residents, or evaluation committee members. All communication with the Authority shall be in writing as provided in the RFP.

In submitting their proposals, the Responder is representing that the personnel described in their proposals shall be available to perform the services described, barring illness, accident or other unforeseeable events of a similar nature, in which cases the responder must be available to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the responder under its sole discretion, and not employees or agents of the Authority.

The Authority reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its documentation that such cancellation or rejection is in the best interest of the Authority. The Authority further reserves the right to waive any minor informalities or the failure of any Responder to comply therewith if it is in the public interest to do so.

No contractual right shall arise out of the process of negotiation until such time as Authority and the selected firm have signed an agreement.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**